nielsen

BookData Online

User Manual

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Nielsen BookData

www.NielsenBookdataOnline.com

by Nielsen Book Services Limited

BookData Online, our search & selection service for booksellers, librarians and publishers worldwide. This service offers you a range of benefits, including fast and efficient search & discovery, the ability to receive the very latest new title information via email notification, export and list manager facilities and tailored access. Our database features millions of unique ISBNs for English-language books published internationally, providing a single source of rich data for books and other published media.

BookData Online

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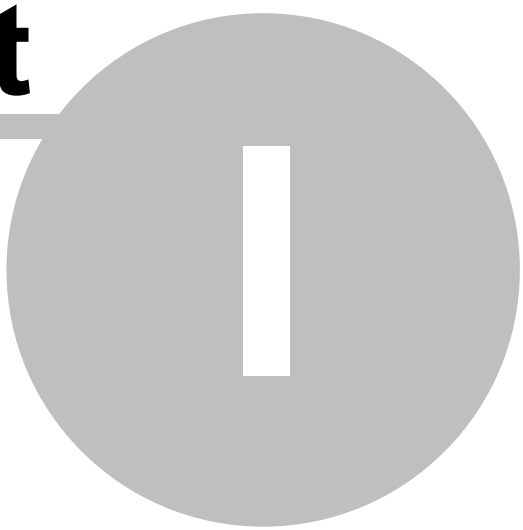
Using this product for the first time

Part



1 Using this product for the first time

The first time you log on you will see the message below and the Preferences page will display. Please follow these instructions before proceeding with any searches.

Welcome to BookData Online

Please take a minute to select your region from the Territory dropdown below. This will ensure the summary views of results display price and availability information from suppliers in your chosen territory as a preference. The full page view displays all territory information.

Please enter an email address so that you can receive New title alerts.

Your password can be changed here, please be aware that our Customer Services team will see your new password in the administration system.

Click on the Submit button to ensure that your changes take effect. Preferences set now can be changed again at any time.

See also:

Preferences

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Quickly Getting Started

Part II

2 Quickly Getting Started

From the Welcome screen www.nielsenbookdataonline.com either:

enter your search criteria in the Quick Find box and click the submit button

click on Search Now of either Book Search or Supplier Search

or click login now

If you are not already logged in you will be prompted to enter your user name and password.

The results from the Quick Find search will display. Your titles will initially be displayed in a default multi- line summary display showing jacket image (where available), title, main contributor, imprint, publication date, format, price, availability, distributors and wholesaler flagging – sorted alphabetically by Title.

or the default Product Search form appears containing the most popular and useful search criteria

or the Supplier Search form appears.

Click in the box of a field and enter the word/words you wish to find and click Search Now.

Search terms can be words (i.e. in the title, author name or publisher, distributor, wholesaler names) and/or selections (ie binding or wholesaler availability) as well as ISBN or date of publication.

Use the wildcard asterisk (*) after your search term to expand a search (i.e. shop* will find records with shop, shops, shopping, shoppers, shoplifting, etc.).

By default, Bookdata Online returns results that include all of your search terms. There is no need to include AND between terms.

Sometimes you'll only want results that include an exact phrase. In this case, simply put quotation marks around your search terms e.g. "harry potter"

Use pipe (|) in keyword or title fields to search for single word titles (i.e. |Boy| This will only display results for "Boy" and not results with the word "Boy" in the title.)

Go to http://www.nielsenbookdata.co.uk/nbd/Bookfaqs.asp watch a video demonstration
Select the BookData Online **Online Demo** to run or download an avi file which demonstrates all the features within Bookdata Online. The video is best viewed in full screen: in Windows Media Player right click anywhere on the screen and select Full Screen (or key alt + Enter).

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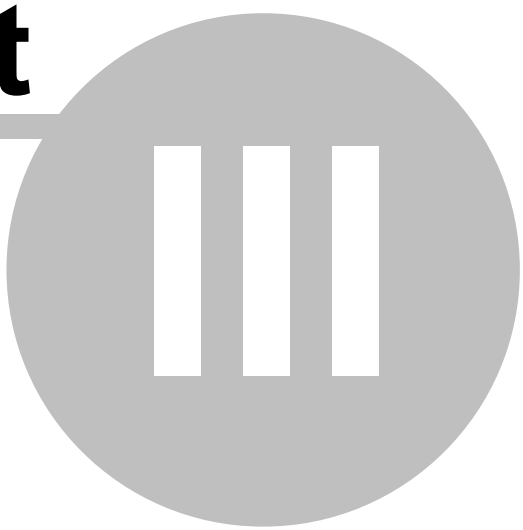
Notes for BookFind Online Users

Part



3 Notes for BookFind Online Users

Boolean Operators

Boolean operators allow terms to be combined through logic operators. BookData Online supports OR and AND (Note: Boolean operators must be ALL CAPS).

OR will search all records for the first term and then all records for the second term (and subsequent terms) and returns more results than AND which only looks for records where both or all terms appear.

BookFind Online used to be	/ for OR & for AND

Single Word Title Searches

BookFind Online used to be	^titleword
BookData Online is	|titleword|

With a line (or pipe) in front of the word and after the word, this key is often found on the bottom left hand side of the keyboard next to the letter Z. Hold down shift and hit this key to make the pipe character.

Wildcard Searches

BookData Online supports single and multiple character wildcard searches just like BookFind Online.

To perform a single character wildcard search use the "?" symbol.

To perform a multiple character wildcard search use the "*" symbol.

The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for "woman" or "women" you can use the search:

wom?n

Multiple character wildcard searches looks for 0 or more characters. For example, to search for both American and English spellings of color / colour, you can use the search:

col*r

You can also use the wildcard searches at the end of a term, for example in a supplier search:

Harper*

Note: You cannot use a * or ? symbol as the first character of a search.

Proximity Searches

To search only for records where certain words are in proximity, use double quotes (“) around the words.

The following example is entered in the Title field on the search form:

Labor Day finds 35 results.

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“Labor Day” returns 22 as these are the records which have the word Labor next to the word Day in the title.

Range Searches

The price and publication date fields are presented on the screen with To and From boxes so you do not have to use a range operator (see Publication Date Searches)

On BookFind Online a tilde (~) was used between numerical values to search a range. On Bookdata Online numerical values can be searched using the square brackets and the word TO. For example to find all titles which have been classified with Dewey codes beginning with 610 through to 612 enter in the Dewey search field:

[610 TO 612]

For text strings the curly brackets are used, for example to find all Authors with names between these alphabetic ranges enter in the Author/Contributor field:

{Adams TO Addler}

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Terms and Conditions

Part IV

4 Terms and Conditions

Nielsen BookData
BookData Online Service

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Searching

Part V

5 Searching

Search the BookData bibliographic database using Quick Find, Product search or Bulk search.

Search the Supplier database to locate the names and address of publishers, distributors and wholesalers.

5.1 Quick Find

You will find the Quick Find search box on every screen. Simply type one or more search terms (the words or phrase that best describe the information you want to find) into the search box and hit the 'Enter' key or click the submit button .

In response Nielsen Bookdata Online will search **all** the following fields and produce a results page related to your search terms.

Product ID (ISBN 10 & 13, hypenated ISBN 10 & 13, ISMN and EAN, replacement ISBN)
Title
Series
Number in Series
Contributors
Publisher Name
Imprint Name
Short Description
Long Description
Review
Table of Contents
Author Biography
BIC Qualifier
BIC Subject
BIC Subject Keyword
Library of Congress
Name as Subject
Prizes

You may find you get more results than you expected because your search term has been found in many fields. Try using phrase searching (put quotation marks around your search terms e.g. "harry potter") or use the Product Search form to limit your search to the appropriate field e.g. Title.

See Also:
Wildcard searches
Single Word searches
Phrase searches
AND OR NOT searches

5.2 Product Search

The Product Search allows you to perform a comprehensive search by filling in the search text boxes. You enter the values you want in these text boxes, combining different text boxes to link fields. You can cut, copy and paste text from and to the search form text boxes. Some fields, for example binding, display all the choices available and you simple select the ones you want to include or sometimes exclude.

Using the Search Form

To enter your search terms into a search text box click in the text entry box next to the appropriate Search Field name and type the relevant details. Search fields may be added or removed with Quick

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Builder or Form Builder.

Use the Index link to view and/or select searchable values for a field.

Fields that are commonly used to filter a search, for example binding and publication date, present all the options available allowing you to easily select from the list or complete the criteria required.

Change how your results will display by selecting either Single Line Display, Multi Line Display or Full Page View (your default is selected already).

Hit the Enter key or click the Search Now button to execute the search.

Click on Clear Form to remove unwanted criteria or click on New Search or Product Search tabs to display a fresh search form.

By default, Bookdata Online only returns pages that include all of your search terms. There is no need to include "and" between terms. Keep in mind that the order in which the terms are typed will affect the search results. To restrict a search further, just include more terms.

Searches are not case sensitive. All letters, regardless of how you type them, will be understood as lower case. The only exception to this is the AND OR NOT operators which must be entered as capitals.

See Also:
Viewing the Indexes
Complex Searches
Search History

5.2.1 Viewing the Indexes

About the Index Display

The index display allows you to view searchable values for a field. Use the Index if you're not sure of the precise value to search on. You can select values from the index display to include in your search.

For all indexes apart from the new BIC tree navigators, you will be prompted to enter the stem of term you are looking for. Then all the words or phrases that begin with that stem will display and you can make your selection. Your selection is copied back to the Product Search Form or you can just search directly.

To display the index
On the Product Search form click the radio button under the index heading next to the required field. The Index Browse screen will display (if it does not, click on browse selected index).

For all indexes apart from the new BIC tree navigators, enter the beginning of the term you are looking for in the Stem box and click browse index.

Some indexes have the option to find your stem in phrases or single words within phrases. For example, in the author index entering the stem "rowling" with search phrases selected will search author name as a phrase (surnames and forename) returning results as Rowling Edwina, Rowling JK, Rowlingson Edna V; changing to search words in phrases will search surnames and forenames separately returning results as rowling, rowlings, rowlingson.

The matches found are displayed together with the number of records.

Click on your chosen index item(s) and they display in the Search Terms box.

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Select All of the terms to AND the terms together (e.g. black AND cat) or select Any of the terms to put OR between the terms (e.g. black OR cat).

Click Add to Search to copy the search terms to the Product Search Form and you can click search now from there or click search directly to execute the search using the search terms selected and any other criteria you had already entered on the Product Search Form.

BIC Tree Navigator
We have developed a dedicated BIC Tree Navigator to try and simplify use of the complex and highly structured BIC classifications. This is intended to make searching BIC codes much more user-friendly.

You can navigate through the BIC tree by clicking on the headings links (e.g. The Arts (A)) . Click the heading once to expand, click the same heading again to collapse. Select values for searching by selecting the tick box and hit Choose selected subjects.

Selecting the Include sub categories box will mean that all classification that are subsidiaries of your selected term will also be included. The include sub categories is selected by default so deselect if you do not want sub categories.

Use the Text search to find all BIC Subject Categories that include a particular word. You can then link on the code or translation to see it in main hierarchy and select it as appropriate.

Click Add to Search to copy the search terms to the Product Search Form and you can click search now from there or click search directly to execute the search using the search terms selected and any other criteria you had already entered on the Product Search Form.

5.2.2 Changing Search Fields

By default the short Product Search form displays showing the following fields:

ISBN / EAN
Title
Author/Contributor
Keyword
Publisher/Imprint
Author/Title code
BIC Subject Keyword
Publication Date
Publishing Status
New Title Search

If you are using another Saved Form as the default a different set of fields will display.

Use Quick Builder from the Product Search form to add fields or click on Form Builder to add, remove and sequence available fields or use a different saved form.

5.2.2.1 Quick Builder

From the Product Search form add more search fields using Quick Builder.

From the drop down list select the search field you want to add and click Add selected field. The new field will display on the form in its default position.

To remove or change the position of the added field use Form Builder.

To save the changes so you can use the form layout again or make it the default search form use Save Form.

See also:

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Search Fields

5.2.2.2 Form Builder

Form Builder allows you to create a Product Search Form that includes only the fields you want and in the sequence you want to see them. You can create and save multiple search forms so you can select the most appropriate form for your current task.

Select Form Builder from the menu bar.

The list of available search blocks (1 - 9) displays. Basic Search Fields (the search field text boxes) are defaulted to position 1. Tick any other search block items required and amend their sequence on the form by changing the position number. Deselect any items you don't want. A search block is a field where we have listed all the options available and you select the options you want. The search block fields are usually used to filter you main search criteria.

From the Basic search fields builder select the fields (text boxes) you want in the Basic Search Fields block. Tick the items required and amend their sequence on the form by changing the position number. Deselect any items you don't want. Enter sequence numbers as 1, 2, 3, 4, etc.

Click View Form to display the changes on the Product Search Form. *Remember* your form will return to the default when you log out unless you save the form either by clicking Save Form here or from the Product Search form.

Click Save Form to save your changes.

Click Defaults to return the selections to the default.

Click Clear Form to remove all selections except Basic Search Fields.

See Also:
Search fields
Saving forms

5.2.2.3 Saving Forms

This facility enables you to save and recall search forms which you intend to use regularly.

The Save Form command on the Product Search Form or Form Builder takes you to a dialogue screen which enables you to save a completed search form. You can save up to 50 forms - you'll need to give each saved form a different name and you can add comments by each search to act as a reminder to you or other users within your organisation as to what the saved search form is.

From the Product Search Form or Form Builder click Save Form.

Enter a name and description for the form. The list of other forms you have saved displays to remind you of the names used previously .

Optionally, click Make this default to always use this form.

Click Submit to save the form.

5.2.2.4 Using Saved Forms

Click Saved Search Forms on the menu bar.

The list of available forms displays. Click the title link of the form you want to use now.

To change the form set as the default, select Set as Default against the required form and click Save

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Default.

5.2.2.5 Managing Saved Forms

Click Saved Search Forms on the menu bar. The list of available forms displays.

Click Set as Default against the required form and click Save Default.

Click edit name to change the name or description of the form.

Click delete form to remove the form from the list. Deleted forms cannot be recovered.

5.2.2.6 Search Fields

Search Blocks available are:

Search Block	Default position	Searches
Basic search fields	1	Contains the search fields chosen (see below).
Binding/Format	2	
Readership Level	3	
Supplier Availability	4	Availability in chosen territory (see availability codes)
Wholesalers	5	Listed by wholesaler (see wholesaler codes)
Publication Date	6	
Price	7	
Publishing status	8	Include/exclude publishing status Out of Print
New Title search	9	Date record added to database

Search Fields available are:

Title	Default Position	Searches
ISBN/EAN	1	(ISBN 10 & 13, hypenated ISBN 10 & 13, ISMN and EAN, replacement ISBN)
Title	2	Full title and series name
Author/Contributor	3	

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Keywords	4	Product ID (ISBN 10 & 13, hypenated ISBN 10 & 13, ISMN, EAN and replacement ISBN) Title Series Number in Series Contributors Publisher Name Imprint Name Short Description Long Description Review Table of Contents Author Biography BIC Qualifier BIC Subject BIC Subject Keyword Library of Congress Name as Subject Prizes
Publisher/Imprint	5	Publisher and Imprint name
Auth-Title code	6	First 4 letters of author - first 4 letters of title
BIC subject	7	BIC subject code
BIC Subject Keyword	8	
BIC Geographical Code	9	
BIC Language Code	10	
BIC Chronological Code	11	
BIC Educational Code	12	
Dewey	13	
LC Subject Heading	14	Library of Congress Subject Heading
LC Class	15	Library of Congress Classification
NC Subjects	16	National Curriculum Subject (England)
Edition Number	17	
Edition Type	18	
Language of text	19	
Translated From	20	
Name as Subject	21	
Prizes	22	
Series Title	23	
Distributor	24	
Country of Publication	25	

5.2.3 Complex Searches

By default, Bookdata Online only returns pages that include all of your search terms. There is no need to include AND between terms. Keep in mind that the order in which the terms are typed will

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affect the search results. To restrict a search further, just include more terms.

To increase or decrease the number of records found try using the wildcard (* or ?), single word(|), phrase (" ") or AND OR NOT operators.

Search Term Precedence

Search terms are processed from left to right.

When a Form Search screen contains more than one field the search terms are processed from left to right for each field and fields are combined from top to bottom. Different fields are always joined by AND so their sequence on the search form is not important.

5.2.3.1 Wildcard Searches

Wildcard searching allows you to widen a search on a textual or name field by including a truncation symbol (* or ?) in your search term. The * symbol is used to match any number of characters and the ? symbol is used to match a single character.

Examples of truncation:

Searching for variants of words, for example BEACH* to find Beachball, Beachams, etc

Searching for words with different spellings, for example COL*R for colour and color.

Searching for titles with ISBN prefix, for example 07139*

Searching for a word where a single character may vary, for example WOM?N to find woman and women; fertili?er to find fertiliser and fertilizer.

5.2.3.2 Single Word searches

Finding single word titles can be difficult, especially if the title is also a common word. Put the pipe symbol (|) round your search term and the single word will be found.

For example, |boy| will find the title "Boy" but not "101 Things for a Boy to Make".

You can also use it to find an exact match of more than one word, for example |The War of the Worlds| will return titles where the title is only The War of the Worlds and exclude titles with other words in the title.

5.2.3.3 Phrase Searches

Sometimes you'll only want results that include a phrase. In this case, simply put quotation marks around your search terms.

For example a title search for “Nuclear fuel” will include titles were these words adjacent to each other eg. “The International Nuclear Fuel Market” but not “Nuclear Energy and its Fuel Cycle”.

To find the exact match of a phrase or word put the pipe symbol (|) around your search terms, for example
|The War of the Worlds| will return titles where the title is only The War of the Worlds and exclude titles with any other words in the title.

5.2.3.4 AND OR NOT Searches

Operators are used to link search terms or fields. Depending on the operators used and the contents of the database, the number of search hits will be broadened or narrowed. AND OR NOT must be entered in CAPITALS.

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The **AND** operator is used to narrow a search by including specific terms. For example, ABANDONED AND ABACUS would include all records where the search field contains both the word ABANDONED and the word ABACUS.

The **OR** operator is used to broaden a search by including any terms. For example, ABACUS OR ABANDONED would include all records where the search field contains either the word ABACUS or the word ABANDONED or both words.

The **NOT** operator is used to narrow a search by excluding specific terms. For example, ABANDONED NOT ABACUS would include all records where the search field contains the word ABANDONED but not the word ABACUS.

You **cannot enter NOT** as the first term in any search field. Likewise you cannot select exclude in the binding or readership search blocks without entering other search criteria.

If you enter two or more terms in a search field just separated by a space, eg FOOD BOOK, the system will treat them as though they are joined with AND operators, so will look for records which have both words in that field. However, for some fields using AND would not make sense so we have used OR for example ISBN, BIC codes, bindings, readership selections, status and wholesaler availability.

When a Form Search screen contains more than one field the search terms are processed from left to right for each field and fields are combined from top to bottom. Different fields are always joined by AND so their sequence on the search form is not important.

Search Term Nesting

Using brackets you may nest search terms to ensure that they are evaluated in the order you require. For example the search GREEN OR RED AND BLACK will first locate the records with GREEN or RED and then select those that contain BLACK. Whereas the search GREEN OR (RED AND BLACK) locate the records that contain both RED and BLACK and also include any records containing GREEN.

You may have more than one set of brackets in a search. For example (GREEN AND BLUE) OR (RED AND BLACK) You may nest sets of brackets. For example (GREEN AND (BLUE OR RED OR BLACK)) NOT YELLOW.

5.2.3.5 Range Searches

Numerical values can be searched using the square brackets and the word TO. For example to find all titles which have been classified with Dewey codes beginning with 610 through to 612 enter in the Dewey search field:

[610 TO 612]

For text strings the curly brackets are used, for example to find all Authors with names between these alphabetic ranges enter in the Author/Contributor field:

{Adams TO Addler}

5.2.3.6 Publication Date Searches

You do not need to complete all month and year boxes to refine your search by publication date.

Search for titles published in a year

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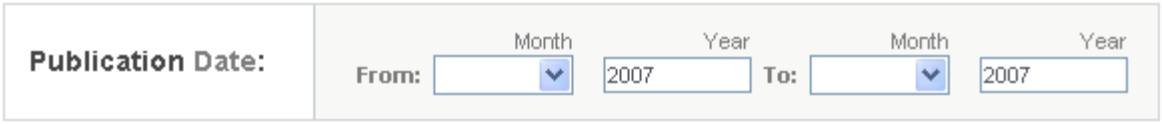
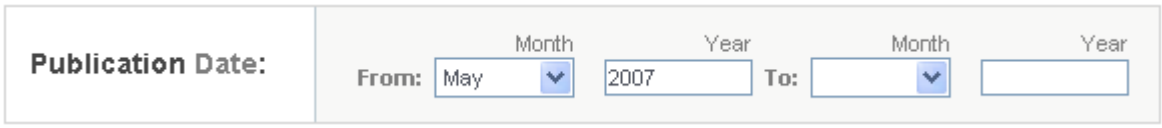
To refine your search by publication year, enter the From Year (leave from month blank) and enter the To Year (leave the month blank) e.g



This example will find all titles published from 1 January 2007 to 31 December 2007.

Search for titles published after a date

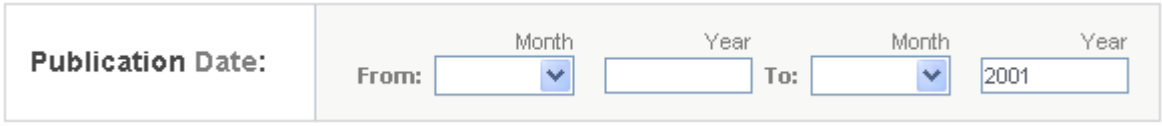
To refine your search for titles published after a date, optionally enter the From month and enter the From Year, leave the To Month and Year blank. e.g.



This example will find all titles published 1st May 2007 onwards.

Search for titles published before a date

To refine your search for titles publlished before a date, optionally enter the To Month and enter the To Year, leave the From Month and Year blank e.g.



This example will find all titles published 31st December 2001 and before.

5.2.3.7 Troubleshooting - No Search Results

Occasionally searches may produce no results and you may see an error message "No books found". Here are some common reasons why:

There is an error in the AND OR NOT logic of your search.

You are searching directly from Browse Index and there are search criteria on the Product Search Form that are also being included in the search.

You have entered a form of a personal name which does not appear in the index - use the Browse Index function to check the index entry.

Too much criteria has been entered, try removing some. If you have entered ISBNs do not enter any other criteria.

We really do not have any records matching the criteria you entered.

5.2.4 Saving Searches

Loading & Saving Searches

This facility enables you to save and recall search strategies which you intend to use regularly and lets you run those searches when you wish to do so.

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The Save Search button on any Search Results page takes you to a dialogue screen which enables you to save a completed search form and its contents (ie the fields you wish to search and the terms you wish to search for). You can save up to 50 different searches - you'll need to give each saved search a different name, and you can add a description for each search to act as a reminder to you or other users within your organisation as to what the saved search is.

E-mail Alerts
Save a search and choose to have a new title alert set on it. This will automatically run your search every 7 days and, using the e-mail address set in Preferences, send you an email listing titles that are new to the database since the last search.

The **Saved Searches** option takes you to a dialogue screen which shows you all the saved search strategies. Click on the saved search Name to run the search.

Select edit name to change the name and description of the saved search.

Select refine to copy the saved criteria into the Product Search form where you may add more criteria and run the search.

Select delete search to delete the saved search. Deleted searches cannot be recovered.

Search History records your last 50 searches which you can run again or load into the Product Search Form.

5.2.5 Search History

Search History displays the last 50 searches, together with the search criteria used and the number of records found when the search was run.

Click on the search criteria link to run the search again.

Click refine to copy the search criteria into the search form used to run the search, either the product search form or Quick Find. You may then amend or add to the copied criteria.

5.3 Bulk Search

The Bulk ISBN Search screen is designed to allow rapid entry of ISBNs and EANs by keyboard, copy and paste or by loading in a text file of ISBNs or EANs produced by another system.

A list of ISBNs or EANs can be copied to the clipboard from Excel, for example, and the contents of the clipboard are pasted into the search field.

Search Now will search of all the ISBNs and EANs in the Bulk ISBN list, and those found will display in the normal results screen display and with all normal functionality available.

Bulk ISBN searches cannot be saved and are not included in search history.

A maximum of 1000 ISBNs can be entered or uploaded from a file.

Loading a Text File

Text Files should contain ISBNs or EANs as a list separated by new line break – i.e. carriage return & line feed.

Use Browse to locate your text file or key in the file path and name.

Click Load to load the ISBNs into the ISBN viewer. Click Search Now.

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Loading a file populates the ISBN viewer with the file's contents, overwriting any values already in the text box.

5.4 Supplier Search

Supplier Search Form

The Suppliers database includes address and contact details for Distributors and Suppliers of titles included in the main titles database.

The functionality of the Search Form is the same as that in the Product Search Form.

A simple Summary display and detailed display are included to display Supplier details.

Hyperlinks are included in the detailed display to link to and display details of all distributors for a Supplier.

List of available Search Fields

Name
Enter the names of distributors to find their contact details. Further links are provided from publisher records to distributor details where available.

Enter the individual words of the supplier name or enter the name as a phrase by putting quotation marks around your search terms.

Prefix
Enter the ISBN prefix to find the supplier that owns that prefix.

Country
This field allows you to select the country in which a distributor or supplier is located. Select the country from the drop down list.

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Viewing Results

Part VI

6 Viewing Results

The results of your search may be viewed in three ways:

Single Line Summary - showing brief but essential details so you can scroll through a long list.

Mullti Line Summary - showing the core bibliographic information and jacket image

Full Page View - showing the all the data we have on one page.

From any view of results you may:
switch view
refine search
save search
sort
print
export
add to list.

6.1 Single Line Summary

About the Single Line Summary

The summary view lists a screen of between 2 and 200 records at a time, with each record occupying a single or few lines. The default number of records that appear per page is 40. You can adjust this in Preferences.

Using the Single Line Summary

Displayed at the top of the page are the search criteria you entered, the number of records on the page together with the total number of records found (showing items 1 - 40 of 77).

Navigation
Use the navigation links First Next Previous Last to move through the list.

Go to Item:
This item allows easy navigation through a large summary display list. For example the 50th record out of the 100 retrieved is the one that is required. The number 50 can be entered into the text box and then when the Go link is clicked on the summary display will then show a new list of 10 records, starting with the 50th record retrieved.

Sorting
Your records will automatically be sorted by the sort order set in preferences. If no sort order is set the results are sorted by title.

Click on the heading to sort results. Change from Ascending to Descending sort by clicking on the arrow in the Availability column.

Advanced Sort:
Click Advanced Sort to set up to 4 sort orders, ascending/descending for this set of results.

Change View
Click on the title link to display a record in Full Page view.

To change from single line display, select either Multi line summary or Full Page view from the View drop down box. The view may change immediately, if it does not click Switch view.

To change your default view for future searches go to preferences.

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Selecting Records
Clicking in the box next to a record means that it is selected. Use select all on page to select all the records that are displayed on the current page. It is then possible to print, export or add to list the marked records.

Click deselect all on page to remove all ticks on the current page.

Selected records will remain marked when you move to the next page of results. Remember select all and deselect all only select records on the page of results currently displayed.

Refine Search
Click Refine Search to return to the Product Search Form completed with the current search criteria. You can then enter more criteria to refine the search.

See also:
Printing results
Exporting results
Add to List
Save Search

6.2 Multi Line Summary

About the Multi Line Summary

The Multi Line View lists a screen of between 2 and 50 records at a time, showing the core bibliographic data and jacket image, where available. The default number of records that appear per page is 40. You can adjust this in Preferences. Multi line display is the default display.

Using the Multi Line Summary

Displayed at the top of the page are the search criteria you entered, the number of records on the page together with the total number of records found (showing items 1 - 40 of 77).

Navigation
Use the navigation links First Next Previous Last to move through the list.

Go to Item:
This item allows easy navigation through a large summary display list. For example the 50th record out of the 100 retrieved is the one that is required. The number 50 can be entered into the text box and then when the Go link is clicked on the summary display will then show a new list of 10 records, starting with the 50th record retrieved.

Sorting
Your records will automatically be sorted by the sort order set in preferences. If no sort order is set the results are sorted by title.

Advanced Sort:
Click Advanced Sort to set up to 4 sort orders, ascending/descending for this set of results.

Change View
Click on the title link or jacket image to display a record in Full Page view.

To change from multi line view, select either Single line summary or Full Page view from the View drop down box. The view may change immediately, if it does not click Switch view.

To change your default view for future searches go to preferences.

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Selecting Records
Clicking in the box next to a record means that it is selected. Use select all on page to select all the records that are displayed on the current page. It is then possible to print, export or add to list the marked records.

Click deselect all on page to remove all ticks on the current page.

Selected records will remain marked when you move to the next page of results. Remember select all and deselect all only select records on the page of results currently displayed.

Refine Search
Click Refine Search to return to the Product Search Form completed with the current search criteria. You can then enter more criteria to refine the search.

See also:
Printing results
Exporting results
Add to List
Save Search
Wholesaler Codes

6.3 Full Page View

About the Full Page View

The full page view displays all the bibliographic data and jacket image, where available, for a single record.

Using the Full Page View

Displayed at the top of the page are the search criteria you entered, the record number of the item you are viewing together with the total number of records found (showing items 2 of 77).

Click on the author name to display all titles by this author.

Click on the series name to display all titles in the series.

Click on the imprint, publisher or distributor to display the organisation's full details.

Click on the availability to read the help text on availability definitions.

Click on the BIC Subject to display all titles with the same BIC code.

Navigation
Use the navigation links First Next Previous Last to move through the list.

Go to Item:
This item allows easy navigation through a large summary display list. For example the 50th record out of the 100 retrieved is the one that is required. The number 50 can be entered into the text box and then when the Go link is clicked on the summary display will then show a new list of 10 records, starting with the 50th record retrieved.

Sorting
Your records will automatically be sorted by the sort order set in preferences. If no sort order is set the results are sorted by title.

Advanced Sort:
Click Advanced Sort to set up to 4 sort orders, ascending/descending for this set of results.

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Change View
To change from Full Page View, select either Single line summary or Multi line summary from the View drop down box. The view may change immediately, if it does not click Switch view.

To change your default view for future searches go to preferences.

Selecting Records
Clicking in the box next to a record's title means that it is selected. Click again to deselect and the selected tick is removed.

Refine Search
Click Refine Search to return to the Product Search Form completed with the current search criteria. You can then enter more criteria to refine the search.

See also:
Printing results
Exporting results
Add to List
Save Search
Wholesaler Codes

6.4 Wholesaler Codes

Codes used for the flagging of wholesaler stock:

ARGOSY	Argosy Libraries Ltd
BERT	Bertrams
BKSPD	Bookspeed
BTB	Baker & Taylor International
CBL	Computer Bookshops Ltd
EASON	Eason & Son Ltd
GARD	Gardners Books
ING	Ingrams
THE	Total Home Entertainment

6.5 Availability Codes

The availability status of a title is given by the publisher (publishing status) and the supplier/distributor (product availability status). For example a publisher may record a title as out of print but a distributor still has some stock so their status is available. The single and multi line summaries display the product availability status only. An explanation of the various statuses is below.

Publishing status		There is only 1 publisher in 1 place at 1 time
CODE	**TEXT**	**ONIX EXPLANATION TO PUBLISHERS**
00	**Unspecified**	Status is not specified (as distinct from unknown): the default if the <PublishingStatus> element is not sent. Also to be used in applications where the element is considered mandatory, but the sender of the ONIX message chooses not to pass on status information.
01	**Cancelled**	The product was announced, and subsequently abandoned; the <PublicationDate> element must not be sent.
02	**Forthcoming**	Not yet published, must be accompanied by expected date in <PublicationDate>.
03	**Postponed indefinitely**	The product was announced, and subsequently postponed with no expected publication date; the <Publication Date> element must not be sent.
04	**Active**	The product was published, and is still active in the sense that the publisher will accept orders for it, though it may or may not be immediately available, for which see <SupplyDetail>.
05	**No longer our product**	Ownership of the product has been transferred to another publisher (include details of acquiring publisher if possible).

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06	**Out of stock indefinitely**	The product was active, but is now inactive in the sense that (a) the publisher will not accept orders for it, though stock may still be available elsewhere in the supply chain, and (b) there are no current plans to bring it back into stock. Code 06 does not specifically imply that returns are or are not still accepted
07	**Out of print**	The product was active, but is now permanently inactive in the sense that (a) the publisher will not accept orders for it, though stock may still be available elsewhere in the supply chain, and (b) the product will not be made available again under the same ISBN. Code 07 normally implies that the publisher will not accept returns beyond a specified date.
08	**Inactive**	The product was active, but is now permanently or indefinitely inactive in the sense that the publisher will not accept orders for it, though stock may still be available elsewhere in the supply chain. Code 08 covers both of codes 06 and 07, and may be used where the distinction between those values is either unnecessary or meaningless.
09	**Unknown**	The sender of the ONIX record does not know the current publishing status.
10	**Remaindered**	The product is no longer available from the current publisher, under the current ISBN, at the current price. It may be available to be traded through another channel.

Product Availability		There can be many suppliers across many territories
CODE	**TEXT**	**ONIX EXPLANATION TO PUBLISHERS**
01	**Cancelled**	Cancelled: product was announced, and subsequently abandoned
10	**Not yet available**	Not yet available (requires <ExpectedShipDate>, except in exceptional circumstances where no date is known)
11	**Awaiting stock**	Not yet available, but will be a stock item when available (requires <ExpectedShipDate>, except in exceptional circumstances where no date is known). Used particularly for imports which have been published in the country of origin but have not yet arrived in the importing country.
12	**Not yet available, will be POD**	Not yet available, to be published as print-on-demand only. May apply either to a POD successor to an existing conventional edition, when the successor will be published under a different ISBN (normally because different trade terms apply); or to a title that is being published as a POD original.
20	**Available**	Available from us (form of availability unspecified)
21	**In stock**	Available from us as a stock item
22	**To order**	Available from us as a non-stock item, by special order
23	**Manufactured on demand**	Available from us by manufacture on demand
30	**Temporarily unavailable**	Temporarily unavailable: temporarily unavailable from us (reason unspecified) (requires <ExpectedShipDate>, except in exceptional circumstances where no date is known)
31	**Out of stock**	Stock item, temporarily out of stock (requires <ExpectedShipDate>, except in exceptional circumstances where no date is known)
32	**Reprinting**	Temporarily unavailable, reprinting (requires <ExpectedShipDate>, except in exceptional circumstances where no date is known)
33	**Awaiting reissue**	Temporarily unavailable, awaiting reissue (requires the <Reissue> composite, and <ExpectedShipDate>, except in exceptional circumstances where no date is known)
40	**Not available**	Not available from us (reason unspecified; if the reason is rights-related, it should be specified in PR.21)
41	**Replaced by new product**	This product is unavailable, but a successor product or edition is or will be available from us (identify successor in <RelatedProduct>)
42	**Other format available**	This product is unavailable, but the same content is or will be available from us in an alternative format (identify other format product in <RelatedProduct>)
43	**No longer supplied by us**	Identify new supplier in <NewSupplier> if possible
44	**Apply direct**	Not available to trade, apply direct to publisher
45	**Not sold separately**	Must be bought as part of a set (identify set in <RelatedProduct>)
46	**Withdrawn from sale**	May be for legal reasons or to avoid giving offence
47	**Remaindered**	Remaindered
48	**Out of print, replaced by POD**	Out of print, but a print-on-demand edition is or will be available under a different ISBN. Use only when the POD successor has a different ISBN, normally because different trade terms apply.
99	**Uncertain**	Apply to customer service

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Save Results

Part VII

7 Save Results

The results of your search or the contents of a list may be printed, exported to a file on your local system to use in other applications or emailed to someone.

On the results pages you will see a tick box beside each title. Optionally select items, either individually or select all on page. Click the Save Results button to display the print, save or email options page.

See also:
Print results
Export (save) results
Email results

7.1 Print Results

Two print formats are available:

RTF	Rich Text Format. A universal document file format, unlike Word (.doc), is easily read by many of the word-processing packages available. Use your word processor program to amend the layout as required.
PDF	Portable Document Format. An electronic document that must be read with the Adobe Acrobat computer program.

To print results:

On the results pages you will see a tick box beside each title. Optionally select items, either individually or select all on page. Click the Save Results button to display the print, save or email options page. A maximum of 1000 records may be printed at one time.

1. From the Print, Save or Email page select Output Type **print**.

2. Select File Type **RTF** (text document e.g. MS Word) **or PDF** (format to open with Adobe Acrobat).

3. Choose which records to print:

Selected records	(those ticked)
All records	(All records found on all results pages)
Unselected records	(those not ticked)
Page records	(only the page of results displayed currently)

4. Select the record format:

Single line summary	(same fields and layout as single line display)
Multi line summary	(same fields and layout as multi line display)
Short format	(As full page view but without rights information except any restricted sale statement, reviews, contents, prizes, author biography, promotional information and distribution information table).
Full page	(same fields and layout as full page view)
Full page without price	(as Full page but without prices)

5. Select Exclude Images if you don't want jacket images in your document. Excluding images will reduce the file size and make printing faster.

6. Enter your page settings to include a page header, page title and page footer. Any default page settings previously set up in Preferences will display but if nothing is set in preferences the header and title will default to Nielsen BookData Online with a blank footer. Amend as required.

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7. Click the submit button to print. The browser you are using will determine how the resulting file is copied to your local system, follow the prompts to save the file or select Open to view the RTF file in Microsoft Word (or other word processing package) or PDF file in Adobe Acrobat. Use the print option in Word or Adobe to print the document.

Browser Printing

Select the print option from your Browser (file, print or click printer icon). All records will print in the same layout as the current view.

7.2 Export Results

The results of your search may be exported from BookData Online to a file on your local system to use in other applications, for example a spreadsheet.

Export files may be in Tagged ASCII or Delimited format, with a choice to include data from over 100 fields.

On the results pages you will see a tick box beside each title. Optionally select items, either individually or select all on page. Click the Save Results button to display the print, save or email options page.

See also:
Export selected records
Creating export formats
Amending format
Delete format
Formats Available

7.2.1 Export Selected Records

On the results pages you will see a tick box beside each title. Optionally select items individually or use select all on page. Click the Save Results button to display the print, save or email options page. A maximum of 1000 records may be exported at one time.

1. From the Print, Save or Email page select Output Type **save**.

2. Select File Type **Tagged ASCII or Delimited.**

3. Choose which records to print:

Selected records	(those ticked)
All records	(All records found on all results pages)
Unselected records	(those not ticked)
Page records	(only the page of results displayed currently)

4. Select **User Defined Format** and from the drop down list select the export format. The list will show all the formats you have created or click the **here** link to create a new format.

5. Click the submit button to save. The browser you are using will determine how the resulting file is copied to your local system, follow the prompts to save the file.

See also:
Creating export formats
Amending format
Delete format

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Formats available

7.2.2 Creating Export Formats

Go to Preferences tab.

Select Export Formats (on the left of screen).

All your export formats are listed with their title and description. Click on New to create a new format.

Enter a name and description for your export format.

Select a file format, either Tagged ASCII or Delimited. If you select Delimited, also select what character you want the columns to be separated by choosing either comma, semi colon, tab, pipe or tilda and choose a text qualifier selecting either double quotes, apostrophe or none. Most spreadsheet applications will import a delimited format file (sometimes called csv format).

If you want your file to include a heading for each field output, select the Include Headers box.

Then select the fields you want to export by selecting the box beside the field name and enter the position number this field should be output in. So if you want ISBN13 to be in column one of your output file, tick the select box beside ISBN13 and enter 1 in the position box; to have Full Title as column two, tick the select box beside Full Title and enter 2 in the position box, and so on. You can enter sequence numbers as 1, 2, 3, 4, etc. or as 10, 20, 30, 40 so if you need to slot another field into your sequence you can do so without renumbering the whole form, for example enter 25 to put a field between 20 and 30.

Optionally, change the text for the field heading.

There are 5 blank fields which you can use to insert blank columns in your output file, for example, select Blank 1 and change the heading to Order Ref and your output file will have an empty column for you to enter your own data.

Save your format.

See also:
Export selected records
Amending format
Delete format
Formats available
Fields available

7.2.3 Amending Format

Amending an Export Format

Go to Preferences tab.

Select Export Formats (on the left of screen).

All your export formats are listed with their title and description, click on the format name and the Define Export Format screen displays.

Make changes to the export format and save.

7.2.4 Delete Format

Deleting an Export Format

Go to Preferences tab.

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Select Export Formats (on the left of screen).

All your export formats are listed with their title and description, click delete. Click OK to confirm. Deleted formats cannot be recovered.

7.2.5 Formats Available

There are three export formats available - Tagged ASCII, Delimited and RTF.

Tagged ASCII creates an output file that contains a short code to identify the field (if output headers selected) followed by the data then a carriage return/line feed, so each piece of data is on a separate line. Each new record begins with a $ symbol. For example:

$
ISBN13 9781845531669
FTS Aimee Semple McPherson and the Making of Modern Pentecostalism
CNF1 Chas H. Barfoot
PUBN Equinox Publishing Ltd,SW11
$
ISBN13 9781857768565
FTS Airborne for the Duration: The Odyssey of the Ruptured Crab
CNF1 Eric Barfoot
PUBN Book Guild Ltd

Delimited creates a file with the data separated by the delimiter selected and optionally the text surrounded by a text qualifier. The text qualifier ensures that punctuation used within the bibliographic data is not interpreted as a column separator when the export file is imported into another application. If headings are selected these are output as the first row of data. Each records is separated by a carriage return/line feed. For example (column separator tilda, field delimiter double quotes):

ISBN13~FULL TITLE~FIRST CONTRIBUTOR FULL NAME 1~PUBLISHER NAME
"9781845531669"~"Aimee Semple McPherson and the Making of Modern Pentecostalism"~"Chas H. Barfoot"~"Equinox Publishing Ltd,SW11"
"9781857768565"~"Airborne for the Duration: The Odyssey of the Ruptured Crab"~"Eric Barfoot"~"Book Guild Ltd"

7.2.6 Fields Available

The fields available to export are:

Isbn10
Isbn13
ISMN
EAN
Full title
Full title inverted
Leading article of title
Main text of title
Volume or part number
Title of volume or part
Subtitle of text
Year statement
Series title
Series part or volume number

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Country of publication
First contributor full name
First contributor full name inverted
First contributor short name
First contributor short name inverted
First contributor Onix role text
All contributors full name
All contributor full name inverted
All contributor short name
All contributor short name inverted
All contributor Onix role text
Height along spine in mm
Width from spine to edge in mm
Spine width in mm
Weight in grams
Edition statement
Product format code
Product format text
Pagination
Illustrations
A statement of contained items
Imprint
Publisher name
Single language of text
Language statement
Translation statement
Nielsen Bookdata audience readership code
Nielsen Bookdata audience readership text
Interest age
Reading age
National curriculum for England key stage text
First BIC subject code
First BIC subject text
All BIC subject code
All BIC subject text
BIC qualifier code
BIC qualifier text
Dewey
Library of congress classification
Library of congress subject headings
Name as subject
National curriculum for England subject text

(If territory is UK or international)
Nbd brief description
Nbd full description
Nbd promotional information
Nbd table of contents list

(If territory is Australia)
Aus brief description
Aus full description
Aus promotional information
Aus table of contents list

(If territory is New Zealand)
Nz brief description
Nz full description
Nz promotional information
Nz table of contents list

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(If territory is South Africa)
Sa brief description
Sa full description
Sa promotional information
Sa table of contents list

Prize details
Publisher publication date
Reissue date
Onix publishing status code
Onix publishing status_text
Local publisher name
Local publisher publication date
UK GBP price
Euro price
Australian Dollar price
New Zealand Dollar price
South African Rand price
US Dollar price
UK availability (Onix code)
Europe availability (Onix code)
Australia availability (Onix code)
New Zealand availability (Onix code)
South Africa availability (Onix code)
US availability (Onix code)
UK availability (text)
Europe availability (text)
Australia availability (text)
New Zealand availability (text)
South Africa availability (text)
US availability (text)
First UK distributor
All UK distributors
First Australia distributor
All Australia distributors
First New Zealand distributor
All New Zealand distributors
First South Africa distributor
All South Africa distributors
First Europe distributor
All Europe distributors
UK wholesalers
Non-UK wholesalers
Blank field 1
Blank field 2
Blank field 3
Blank field 4
Blank field 5

7.2.7 Exporting to a spreadsheet

Create a Delimited export format. Most spreadsheet applications will accept the comma as the column separator and double quotes as the text qualifier. If headings are selected these are output as the first row of data in your spreadsheet.

Select the records to export and export using your chosen export format.

Follow your browser prompts to save the file to save to disk. The default file name is export.txt. Your browser may allow you to select where to save the file and allow you to change the file name. If you change the file extension from .txt to .csv you may find that you can open the file in your spreadsheet application immediately. This is because .csv (comma separated values) files are

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commonly associated with Microsoft Excel. If you have not used comma as the column delimiter you will need to create a .txt file.

To open a .txt file in your spreadsheet application, first start your spreadsheet application and select File, then Open the export.txt file on your computer. Follow the prompts selecting Delimited as the original data type; select the delimiter and text qualifier used; then set the data format for each column - leaving the default of general is usually acceptable but if you are exporting ISBN13 or ISBN10 you are advised to change that column to text so the ISBN displays correctly.

If you find your spreadsheet displays ISBN13 like 9.78186E+12 , highlight the ISBN column, select Format from the menu, select Cells, from the Number tab select Custom, in the box immediately below Type: key in 13 zeros (0000000000000) and click OK.

If you find your spreadsheet has lost the leading zeros of ISBN10s, highlight the ISBN column, select Format from the menu, select Cells, from the Number tab select Custom, in the box immediately below Type: key in ten zeros (0000000000) and click OK. This will replace any missing leading zeros.

7.3 Email Results

The email option will email the results file to the entered recipient as an email attachment.

On the results pages you will see a tick box beside each title. Optionally select items, either individually or select all on page. Click the Save Results button to display the print, save or email options page.

1. From the Print, Save or Email page select Output Type **Email**.

2. Select File Type **RTF** (text document e.g. MS Word), **PDF** (format to open with Adobe Acrobat) or **Tagged ASCII or Delimited** (CSV, Spreadsheet)

3. Choose which records to print:

Selected records	(those ticked)
All records	(All records found on all results pages)
Unselected records	(those not ticked)
Page records	(only the page of results displayed currently)

4. Select the record format:

Single line summary	(same fields and layout as single line display)
Multi line summary	(same fields and layout as multi line display)
Short format	(As full page view but without rights information except any restricted sale statement, reviews, contents, prizes, author biography, promotional information and distribution information table).
Full page	(same fields and layout as full page view)
Full page without price	(as Full page but without prices)
User Defined Format (for CSV or ASCII file type only)	From the drop down list select the export format.

5. Select to Exclude Images from RTF or PDF formats. Excluding images will reduce the file size.

6. Enter the email address of the recipient in the To: box.

7. The From: email will default to that set in Preferences. Amend as required.

8. Enter a subject heading and a message for the outgoing email.

9. Enter your page settings for RTF or PDF email attachment to include a page header, page title and

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page footer. Any default page settings previously set up in Preferences will display but if nothing is set in preferences the header and title will default to Nielsen BookData Online with a blank footer. Amend as required.

10. Click the submit button to send the email.

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Lists

Part VIII

8 Lists

With Lists you can accumulate lists of items of interest from different searches and even from different sessions. Once the you have finished accumulating items, the list can be printed, exported or emailed - in short it can be processed in exactly the same way as the results of a single search.

NB all saved lists will be available to all users who share the same BookData Online User ID, whether you all login manually or use IP access.

See also:
Creating a List
Adding items to list
Viewing list
Delete items from list
Select / deselect items in list
Rename List
Delete List

8.1 Adding items to a list

On the results pages you will see a tick box beside each title. Select items individually or use select all on page.

Select the list to use from the names in the list drop down box or select New List to create a new list and click Add to List.

You will be returned to the results page and a message "The selected items have been added to the book list" displays.

You may add a maximum of 1,000 items per book list.

You can add items from one list to another list, see Viewing List.

See also:
Creating a List
Viewing list
Delete items from list
Select / deselect items in list
Copying a list
Rename List
Delete List

8.2 Creating a List

Run your search then create a new list from the search results page.

To create a list ensure New List is displaying as the list name then click the Add to list button. Key in a name and a description for you new list. Click Add. Any selected records on the results page are added to the new list. If you didn't select any records an empty list is created.

You will be returned to your search results page. The active list name displayed in the drop down box is the list just created.

You may create up to 50 lists.

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The list which is in use at any given time is shown in the list drop down box on the Search Results page.

See also:
Adding items to list
Viewing list
Delete items from list
Select / deselect items in list
Copying a list
Rename List
Delete List

8.3 Viewing List

To view a list select Lists from the menu bar. All available lists are named with their description. Click on the name link to view the list.

The name of the list displays at the top left of the list results but otherwise you can view and work with the results the same as you can with other search results.

While viewing items in one list you can copy (add) items to another list. Select the items in the open list either individually or by clicking on Select all in list, then change the list name in the list names drop down box to the list you want the items copied to (select New List to create a new list) and hit the Add to List button. The items are copied to the chosen list.

Remember the list you are viewing displays in the top left of the screen, the list you are adding to displays in the list drop down box.

The database is continually updated and an item in your list may be removed from the database. If this happens the record will display the message "Record removed from database" together with the ISBN.

See also:
Creating a List
Adding items to list
Delete items from list
Select / deselect items in list
Copying a list
Rename List
Delete List

8.4 Delete items from list

First open your list. Select List Manager from the menu bar. All available lists are named with their description. Click on the name link to view the list.

On the View List results pages you will see a tick box beside each title. Select items individually or use select all in list. Click on remove selected.

The View Lists results will display a message "The selected items have been removed from the book list".

If you remove all items from the list the list will remain as an empty list. Use delete list to remove it completely.

See also:
Creating a List
Adding items to list

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Viewing list
Select / deselect items in list
Copying a list
Rename List
Delete List

8.5 Select / Deselect items in list

First open your list. Select List Manager from the menu bar. All available lists are named with their description. Click on the name link to view the list.

On the View List results pages you will see a tick box beside each title. Select items individually or use select all in list. Selected records will have a tick in the box.

To clear individual items, click on the select box and the tick is removed. Click on deselect all in list - all the ticks are removed, not just those on the current page.

Having selected the items in your list you can export them or copy them to another list

See also:
Creating a List
Adding items to list
Viewing list
Delete items from list
Copying a list
Rename List
Delete List

8.6 Copying a list

First open your list to copy items from. Select List Manager from the menu bar. All available lists are named with their description. Click on the name link to view the list.

On the View List results pages you will see a tick box beside each title. Select items individually or use select all in list. Selected records will have a tick in the box.

Change the list name in the drop down box to the list you want to add the selected items to or select New List to copy the items to a new list. Click Add to List. If New List was selected, key in a name and a description for you new list. Any selected records on the view list results page are added to either the chosen list or new list. You still have the original list and you also have another list containing the copied items.

Remember the list you are viewing displays in the top left of the screen, the list you are adding to displays in the list drop down box.

See also:
Creating a list
Adding items to list
Viewing list
Delete items from list
Select / deselect items in list
Rename List
Delete List

8.7 Rename List

To rename a list select List Manager from the menu bar. All available lists are named with their description. Click on edit name and the name and description pop up. Make your changes to the name and description and click Save. Each book list must have a different name.

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See also:
Creating a List
Adding items to list
Viewing list
Delete items from list
Select / deselect items in list
Copying a list
Delete List

8.8 Delete List

To delete a list and its contents select List Manager from the menu bar. All available lists are named with their description. Click on delete list then click OK to confirm. The list and its contents are deleted. Deleted lists cannot be recovered.

See also:
Creating a List
Adding items to list
Viewing list
Delete items from list
Select / deselect items in list
Copying a list
Rename List

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Preferences

Part

9 Preferences

The Preferences page allows you to change and store certain International settings for you and your organisation's use of BookData Online.

IMPORTANT NOTE: any changes you make to these settings will affect all users who share the same BookData Online User ID, whether you all login manually or use IP access.

Click Submit to save any changes made.

Preference Options

Email Address
This is the email address we will send any emails alerting you of new titles. You can set up an email alert for saved searches.

Territory
The territory will initially be set according to your subscription but you may change it here to display the data in a way relevant to the chosen territory. For example, select Australia and any Australian data will display first in summary views, the dollar symbol ($) will display instead of the currency code AUD and the main Australian distributor will show on full page view. It will not affect the number of records returned by a search but just how those results are displayed.

Default Results Display Type:
Set the default for search results either Single Line, Multi Line or Full Page View.

Results Highlighting
Set on or off. On highlights the words in the record that match the search criteria you entered.

Results per Page
Set the number of records that return per page. Increasing the number of records will result in less pages of results so you won't have to click Next so much to see more but you will have to scroll down your page to see all the records. For single line enter a value between 2 and 200, for multi line enter a value between 2 and 50.

Maximum Index Results
Set the number of index results that return per page. Enter a value between 1 and 200. Increasing the number of index results will result in less pages of results so you won't have to click Next so much to see more but you will have to scroll down your page to see all the index results.

Default Sort Order:
Enter up to 4 fields to sort all search results by, either ascending or descending.

Print Options:
Enter text to include a page header, page title, page footer and page numbering.

Change Password
Enter your old password and enter your chosen password twice (passwords are case sensitive). Remember a change of password will affect all users who share the same BookData Online User ID. It will take up to 30 minutes for our password database to refresh and you will not be able to use the new password until this update has completed.

Export Formats
See creating export formats.

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User Administration

Part

10 User Administration

Subscription owners (administrators) can create new users and reset existing users passwords.

Access User Administration from the tabbed menu. You will only see this tab if you logged in as a user assigned as Superuser.

The list of current users displays showing the user name and whether that user is a Superuser (administrator).

Select edit to reset a user's password and assign or remove administrator rights. Click Reset Password to change a user's password - the new password will display. You will need to inform the user of their new password (passwords are case sensitive). Select or deselect the Superuser box to assign administrator rights then click submit.

Select delete to delete the user. The user will no longer be able to log in to Bookdata Online and the Search History, Saved Searches and Lists will be lost for that Username. You cannot delete users that are not enabled for this subscription or are enabled for another subscription.

Select New to create a new user. Key in a username and a password. The user name and password may be up to 30 characters and they are case sensitive. The user name must be unique not just within your organisation but for all Bookdata Online users so an error message will display if the user name entered has already been used. Select the Superuser box to assign administrator rights to this new user. Submit the changes. You will need to inform the user of their user name and password, remembering they are case sensitive.

You do not need to assign a username to each individual who uses BookData Online. You can create a username for the whole organisation, a department, section, branch, etc. so whoever logs in with the username has the same preferences and has access to the same saved searches, search forms, lists and search history.

Your subscription sets the limit for the maximum concurrent users (number of users actually logged in at the same time). If more than the maximum number attempts to log in a warning message will display. To continue with the log in someone else will have to log off. The number of users set up in User Administration is not limited, you may have a subscription limit of say 5 concurrent users but you can set up 10 different usernames to provide different users with their own preferences and saved data.

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Part

11 Troubleshooting - Error Messages

No books found

There are no books matching your search. Try broadening your search, if you have entered many criteria take one or more out. See troubleshooting - no search results..

No search criteria specified

A search has been run without anything entered in any of the search fields. Type something in this time.

The number of days for recently added records must be a number

Something has been entered in the New Title Search which does not match a full number of days e.g. 1.5 or a letter. Enter a whole number e.g. 10.

Your search failed due to incorrect search syntax

The search criteria you entered is invalid. See Complex Searches.

Your search criteria are too broad please refine your search

You have entered criteria into a field that is usually used to refine a search and the range entered needs to be reduced. Alternatively remove the price/date range criteria and sort your results by price/date.

Unable to save to Search History - too many search terms

The search criteria you entered was too long to save in search history (maximum 250 characters). Your search will run and display search results but you will not find your search listed in Search History. If you are searching for multiple ISBNs you may find it easier to use Bulk Search.

Your search failed due to an error

Check you have entered valid search criteria and try searching again.

There is a known issue where if the system is left inactive for some time, the next activity causes this error message. Please ignore the error but hit the Back button on your browser, then refresh the screen using the Refresh button, the Reload button or hit F5. You may have to agree to resubmit the data then you can continue where you left off.

If the error persists there may be a system error. If you need further assistance please contact Technical Support in your country.

Please enter a search term

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To browse an index you need to enter a search term which can be a whole word or part of a word. Type something in the stem box.

No matches found

There were no terms in the index that matched the stem you entered. Try entering less, you can search on part words.

Maximum Export Quantity Exceeded

You tried export more than 1000 records. Select less records to export in one go.

User name is already in use, please choose a different one.

The user name must be unique not just within your organisation. Another Bookdata Online customer is already using the user name selected so please enter a different one.

User is not enabled for this subscription, unable to delete.

This user within your organisation is not allowed to use this subscription but they do have access to other Nielsen Book services so as administrator of the Bookdata Online subscription you cannot delete this user.

User is enabled for other subscription(s) unable to delete.

This user within your organisation has access to other Nielsen Book subscriptions so as administrator of the Bookdata Online subscription you cannot delete this user.

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FAQ

Part XII

12 FAQ

Frequently Asked Questions

If you don't find the answer to your question here or within the help text please use the online Feedback page.

What is Auth-Titl Code?
This is one of the quickest ways to search for a record using the first four characters of the author's surname along with the first four words in the title separated by a hyphen (-).

If either the author's surname or the title are less than four characters only put in the available letters of the surname or title's first word (ie BROW-DA for Dan Brown's Da Vinci Code). Leading articles in titles such as "The", "A" or "An" are ignored.

What are BIC Codes?
Book Industry Communication codes. The BIC Standard Subject Categories & Qualifiers scheme is the standard classification scheme for the UK book trade and other English language markets. For more information on BIC, go to http://www.bic.org.uk.

What is LC Subject Heading?
Library of Congress Subject Headings. The Library of Congress Subject Headings (LCSH) comprise a thesaurus (in the information technology sense) of subject headings, maintained by the United States Library of Congress, for use in bibliographic records.

What is LC Class?
Library of Congress Classification The Library of Congress Classification (LCC) is a system of library classification developed by the Library of Congress. It is used by most research and academic libraries in the U.S. and several other countries — most public libraries and small academic libraries continue to use the Dewey Decimal Classification (DDC). It is not to be confused with the Library of Congress Subject Headings.

What is NC Subjects?
National Curriculum for England Subject Text.

Why do some fields display as a simple text box and others a block of tick boxes?
A search block is a field where we have listed all the options available and you select the options you want. These fields don't have many options so we can easily show them all. The search block fields are usually used to filter you main search criteria entered in the text box fields.

When I view UK data some prices display in US dollars?
If your subscription is for UK coverage only, titles that are *available* (product availability status) in the UK are returned by your search. The title may not have a UK price so the main price, usually the country of publication currency, displays.

Some of the information about a book in out of date or wrong?
Please complete the online feedback report, selecting the subject bibliographic data and we will look into it.

Why does the User Name and Password screen pop up when I am already logged on?
If you don't use BookData Online for more than 2 hours you will be logged out, the screen won't change until you try to do anything, a search for example, then you will be prompted to log in again.

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As BookData Online is a subscription service this is a security feature to ensure that someone else doesn't access the service if you forget to log out.

How do I find large print books?
If Edition Type is not on your product search form use quick builder to add Edition Type. Enter large as the edition type search criteria. This will find titles that have an edition type of Large Print and Large Type.

How do I search for publication date?
See Publication Date Searches.

How do I make the text on the screen larger?

Use your browser to increase the text size:
Increase press Ctrl +
decrease press Ctrl -

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Feedback

Part XIII

13 Feedback

If you find a problem or need further assistance please complete the online feedback form. This will send a message to the Technical Support team in your country or region who will reply to you directly.

Select a feedback subject from the drop down list and enter a message. Enter your contact details, select your region, then click submit. If you have encountered a system error please let us know what browser you were using and details of any error messages that displayed. If you are reporting a problem with bibliographic data please include the ISBN.

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Contact Us

Part XIV

14 Contact Us

If you have any queries at all about the service, do please get in touch with us. Please direct your enquiry to the office in your country or region:

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New Zealand
Asia Pacific

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We welcome feedback if you have found an error, and we will try to correct any errors which you notify to us and which we are able to verify. Please email any data queries to pubhelp@nielsenbookdata.co.uk

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